



**MILWAUKEE  
PUBLIC SCHOOLS**



**Making a World  
of Difference**

# Family School Manual

## 2016-2017 School Year

### **Fernwood Montessori School**

3239 South Pennsylvania Avenue  
Milwaukee, Wisconsin 53207  
Phone: (414) 294-1300  
Fax: (414) 294-1315

***John A. Sanchez***  
Principal

This manual is periodically updated. You will find the most recent version on the Fernwood Montessori website at <http://www5.milwaukee.k12.wi.us/school/fernwood>

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## **SECTION 1: INTRODUCTION**

### **From the Principal**

Parents play a vital role in our Fernwood Montessori School community. This Family Manual is a quick source of information for you to use throughout the school year. Please take a few minutes to look through the booklet and then keep it in a handy place for future reference.

Each Tuesday we send home a Parent Newsletter via email and can be found on our website. Be sure to check it weekly so that you can stay informed about all of the events and special activities at Fernwood Montessori this year. Please provide your email information to us so that you can receive our weekly newsletter, send your email address to: [158@milwaukee.k12.wi.us](mailto:158@milwaukee.k12.wi.us)

Thank You,  
John A. Sanchez, Principal

### **School Mission, Vision and Goals**

#### ***MPS Mission***

Milwaukee Public Schools is a diverse district that welcomes all students, preparing them for success in higher education, post-educational opportunities, work and citizenship.

#### ***MPS Vision***

Milwaukee Public Schools will be among the highest student growth school systems in the country. All district staff will be committed to providing an educational environment that is child-centered, supports achievement and respects diversity. Schools will be safe, welcoming, well-maintained and accessible community centers, meeting the needs of all. Relevant, rigorous and successful instructional programs will be recognized and replicated. The district and its schools will collaborate with students, families and community for the benefit of all.

#### ***MPS Core Beliefs***

1. Students come first.
2. Wherever students are learning is the most important place in the district.
3. Educators and school staffs have high expectations for all students, and provide the foundation for their academic success.
4. Leadership, educator development and child-driven data-informed decision making are keys to student achievement.
5. Involved families are integral to increasing student achievement.
6. Student voice is encouraged and respected.
7. Quality community partnerships add value.
8. Increased operational and financial efficiencies are consistently pursued to support learning opportunities for our students.
9. Central Services supports student achievement, efficient and effective operations, and student, family and community engagement.

#### ***MPS Goals***

Goal 1: Academic Achievement

Goal 2: Student, Family and Community Engagement

Goal 3: Effective and Efficient Operations

#### ***Fernwood Mission***

Fernwood Montessori School educates all children to achieve their fullest potential using Montessori philosophy, principles and materials. We prepare our students for active global citizenship through self-development in an environment that fosters inquiry, flexibility and responsibility.

**Staff Roster and Contact Information, including MPS email**

<b>Room</b>	<b>Staff Name</b>	<b>School Phone</b>	<b>MPS email</b>
	<i>Administration</i>		
Main Office	Mr. John Sanchez, Principal	294-1305	sancheja@milwaukee.k12.wi.us
10D	Ms. Sara Hmielewski, A. P.	294-1306	hmielese@milwaukee.k12.wi.us
	<i>Secretaries</i>		
Main Office	Ms. Karen Delker	294-1312	delkerkj@milwaukee.k12.wi.us
Main Office	M.s Karen Manske	294-1310	manskekj@milwaukee.k12.wi.us
	<i>Primary</i>		
3	Ms. Elizabeth Hawkins	294-1383	hawkinem@milwaukee.k12.wi.us
5	Ms. Naomi Guzman	294-1373	guzmannr@milwaukee.k12.wi.us
11	Mrs. Gina Carroll	294-1357	grigaigm@milwaukee.k12.wi.us
12	Ms. Judy Beehler	294-1365	beehlej@milwaukee.k12.wi.us
13	Mrs. Lisa McLure	294-1362	samperld@milwaukeek12.wi.us
15	Ms. Lisa Reinhardt	294-1335	reinh@milwaukee.k12.wi.us
17	Mrs. Susan Suchecki	294-1330	ashbys@milwaukee.k12.wi.us
251	Ms. Lorinda Flores	294-1392	floresl1@milwaukee.k12.wi.us
	<i>Lower Elementary</i>		
21	Mr. Patrick Tomter	294-1369	tomterph@milwaukee.k12.wi.us
22	Mrs. Carla Langhus	294-1382	langhuct@milwaukee.k12.wi.us
24	Mrs. Elaine Clay	294-1358	clayem@milwaukee.k12.wi.us
34	Mrs. Lisa Balisreri-Geib	294-1346	balistla@milwaukee.k12.wi.us
35	Ms. Jessica Foster	294-1380	fosterjx@milwaukee.k12.wi.us
252	Mrs. Natasha Posey	294-1381	poseynl@milwaukee.k12.wi.us
253	Ms. Mary Ellen Quesada	294-1389	quesadm@milwaukee.k12.wi.us
	<i>Upper Elementary</i>		
25	Ms. Jean Vogel	294-1378	vogelj@milwaukee.k12.wi.us
27	Ms. Tillie Sullivan	294-1339	sullivoa@milwaukee.k12.wi.us
32	Ms. Michelle Sopko	294-1341	gabertmt@milwaukee.k12.wi.us
33	Ms. Sangita Nayak	294-1324	nayaksr@milwaukee.k12.wi.us
37	Ms. Stefanie Klopp	294-1371	kloppsl@milwaukee.k12.wi.us
250	Ms. Kari Wellhausen	294-1387	wellhakx@milwaukee.k12.wi.us

	<i>Adolescents</i>		
151	Mrs. Julie Buckholt	294-1397	buckhoje@milwaukee.k12.wi.us
152	Mrs. Kim Milligan	294-1384	milligkl@milwaukee.k12.wi.us
150	Mr. Matthew Ray	294-1390	rayme@milwaukee.k12.wi.us
	<i>Special Education</i>		
16	Mrs. Sharon Champeau	294-1376	champese@milwaukee.k12.wi.us
26	Ms. Michelle Wright	294-1375	wrightma@milwaukee.k12.wi.us
26	Ms. Malgorzata Kutynia	294-1375	kutinynt@milwaukee.k12.wi.us
6	Mr. Paul Buckholt	294-1318	buckhopr@milwaukee.k12.wi.us
10B	Ms. Karen Utech Special Ed. Supervisor	294-1300	utechk1@milwaukee.k12.wi.us
	<i>Specialists</i>		
2	Ms. Laura Zimmerman	294-13	
23	Music Vacancy	294-13	
Gymnasium	Mr. Robert Comp	294-1367	compra@milwaukee.k12.wi.us
Violin	Ms. Jackie Crema	962-4007	cremajx@milwaukee.k12.wi.us
Piano			
	<i>Resource and Support</i>		
14	Ms. Karen Ruehl	294-1351	ruehlkc@milwaukee.k12.wi.us
38	Ms. Kathie Major	294-1337	majorkm@milwaukee.k12.wi.us
10C	Ms. Manisone Jadolon	294-1300	inthirm@milwaukee.k12.wi.us
28	Ms. Tracy Redlich	294-1320	redlicta@milwaukee.k12.wi.us
38	Ms. Nicole Garza	294-1337	stangemn@milwaukee.k12.wi.us

2C	Ms. Gretchen Kuhnen	294-1304	kuhnenga@milwaukee.k12.wi.us
36	Ms. Elaina Sullivan	294-1395	sullivem@milwaukee.k12.wi.us
10C	Mrs. Bianca Willingham	294-1300	willinbc@milwaukee.k12.wi.us
Annex	Ms. Jennifer Navidad	294-1323	navidaj@milwaukee.k12.wi.us
	<b><i>Montessori Assistants</i></b>		
	Mr. Patrick Blunt		bluntpl@milwaukee.k12.wi.us
	Ms. Shakeya Farmer		parkerst@milwaukee.k12.wi.us
	Ms. Mary Ellen Dodd		doddme@milwaukee.k12.wi.us
	Ms. Christine Fares-Ishag		faresc@milwaukee.k12.wi.us
	Mr. Manuel Garcia		garciam@milwaukee.k12.wi.us
	Ms. Antonia Haug		haugam@milwaukee.k12.wi.us
	Mr. Joel Jaecks		jaecksjl@milwaukee.k12.wi.us
	Ms. Karen Jeffrey		jeffrejk@milwaukee.k12.wi.us
	Mr. Paul Kasten		
	Ms. Veronika Kunath		
	Ms. Kelly Krawczyk		krawczka@milwaukee.k12.wi.us
	Ms. Romelia Santiago		santiar@milwaukee.k12.wi.us
	Mrs. Barbara Sayavong		sayavobj@milwaukee.k12.wi.us
	Ms. Maribel Martir-Steiber		martinm9@milwaukee.k12.wi.us
	Mrs. Michelle VanDrisse		vandrimr@milwaukee.k12.wi.us
	Ms. Nikoll Wencka		
	Ms. Karen Gervais		
	<b><i>Engineer/Bldg. Svc. Helpers</i></b>		
Lower Level	Mr. Christian Gariido	294-1345	garridc@milwaukee.k12.wi.us

Lower Level	Mr. Sengsavanh Phsengphonsavanh		
	<i>Food Service</i>		
Cafeteria	Mrs. Susan Rick	294-1319	ricksc@milwaukee.k12.wi.us
Cafeteria	Mrs. Jodi Waskiewicz		waskiej1@milwaukee.k12.wi.us
Cafeteria	Mr. Mike Montalvo		
	<i>Child Care</i>		
Lower Level	Mrs. Sharmaine Ceballos		ceballsl@milwaukee.k12.wi.us
Lower Level	Mrs. Elizabeth Lierman		liermaea@milwaukee.k12.wi.us

### School Calendars/Events

A weekly calendar is available in the weekly newsletter. If you have information that you wish to have included in the school calendar, please send it to the office or Parent Coordinator as early as possible.

Parents can find the calendar on our website: <http://www5.milwaukee.k12.wi.us/school/fernwood>

### School Daily Schedule

<u>School</u>	<u>Hours</u>
Office:	7:00 a.m. – 3:30 p.m.
Breakfast:	7:20 a.m. – 7:45 a.m. (enter through Door #1)
Warning bell:	7:35 a.m.
School starts:	7:35 a.m.
Dismissal K5-8 <sup>th</sup> :	2:35 p.m.
Dismissal K3 & K4:	7:35 a.m. – 10:30 a.m.
Before-/after-school services/program:	7:00 a.m. – 7:35 a.m. and 2:35 p.m. – 6:00 p.m.

Our school’s procedures are, first and foremost, designed to ensure the safety and well being of your child(ren). We need your cooperation, assistance and support to ensure students’ safety, especially during arrival and dismissal.

### Student Starting Time

School begins **promptly at 7:35 a.m.** each morning. The children are expected to be in their classrooms and ready to work at that time. The Breakfast program starts at 7:20 a.m. and ends at 7:45 a.m.



## **Early Arrival**

Children are not to be dropped off at school before **7:35 a.m.** There is no supervision for children before 7:35 a.m. unless they are registered for the Before-School Camp. Students who arrive early to school will have to wait outside unsupervised. Please assist your child in making a smooth transition to school in the morning by saying “good-bye” at the door to the school. Staff will be available to help your child find his/her classroom. From the beginning of their K3 year, we teach the children to walk to class and hang up coats and backpacks on their own. In order to facilitate this lesson, teachers and classroom assistants greet the children at the door and make sure that they arrive safely to their classroom.

## **Student Entry Procedures**

Students will be allowed to enter the building at 7:35. To alleviate congestion when entering the building, students should follow the following Entrance Procedures.

- Lower and Upper Elementary students (1st-6th grade) will enter through Door #1 (Northeast entrance) and proceed directly to the 2<sup>nd</sup> or 3<sup>rd</sup> floor.
- Adolescent students will enter through Door #6 (Northwest entrance) which is closest to their classrooms.
- Primary students (K3-K5) will enter through Door #2 (Southeast entrance) with siblings if needed.
- The ‘new’ Main Door on Falling Heath Place will be used as the entrance for parents and visitors to the school.

Remember to speak to your children about the importance of entering in an orderly and safe fashion.

## **Student Dismissal Procedures**

### **End of the School Day for K3 and K4**

K3 and K4 children finish at 10:30 a.m. K5 through 8th grade students are finished at 2:35 p.m. Please wait on the East playground to pick-up your child(ren). The teacher will escort each group out.

### **Picking Up a Child at the End of the Day/Dismissal**

Parents of children who do not ride the bus meet them on the East playground near Door #2. Do not park on the school side of Pennsylvania Avenue or Falling Heath Place. This is dangerous and interferes with the safety of the children who ride the buses. Students start boarding buses from 2:35 p.m. to 2:45 p.m. Buses will pull from the school at 2:45 p.m. Our school’s primary responsibility is to ensure the safety and well-being of your child(ren). We need your cooperation, assistance and support to ensure students’ safety during arrival and dismissal. Children Should cross the street at the corner of Pennsylvania and Falling Heath where there is a crossing guard.

### **Parking Guidelines**

- Do not park on Pennsylvania Avenue or Falling Heath Place. These spaces are reserved for buses only.
- To ensure the safety of all students please avoid double parking which causes heavy traffic congestion. It is unsafe for your child to run between vehicles.
- The school is not responsible if a parking ticket is issued to a parent.
- We need to respect the rights of neighbors. Do not park in front of their driveways.

The school parking lot is restricted to staff parking only and is not open to the public.

## **Before-and After-School Services/Programs**

### Child Care/Camp

Through the Office of Recreation our school offers before and after-school child care camp. The program offers homework help, arts and crafts, sports, games and more. The after-school activities provide students with a safe place to play and the opportunity to develop creatively, expand knowledge and build strong bodies. A fee is charged for the childcare services. Students must be registered by a parent/guardian in order to participate. Please

contact Sharmaine Ceballos at (414) 294-1300 for more information. Before-School Camp is from 6:45 a.m.-7:30 a.m., Wrap-Around program for K4 students from 10:45 a.m. - 2:30 p.m. (space for K4 students is very limited) and the After-School Camp is from 2:35 p.m. - 6:00 p.m.

### Extended Learning Opportunities

Milwaukee Public Schools offers a myriad of Extended Learning Opportunities that provide academic and other learning supports. These personalized learning opportunities are based on student interest and need, are planned in advance and include rigorous content. The ELO program offers authentic opportunities for students to collaborate with a highly qualified teacher and/or a community partner to demonstrate competencies outside of a traditional classroom. The programs focus on global and community partnerships, social responsibility, creative problem solving, critical thinking, self-direction, collaboration and technological proficiency. The ELO programs include but are not limited to: Summer Academy, T4U Tutoring, credit attainment, credit recovery, community service, service learning, enrichment programs, STEM camps, apprenticeships, internships, volunteering, summer freshman bridge, Gifted and Talented programs, community partnership programs and the Summer Adventures program.

### **Parking**

*Parking guidelines:*

- To ensure the safety of all students, please avoid double parking, which causes heavy traffic congestion and is unsafe.
- The school is not responsible if a parking ticket is issued to a parent.
- We need to respect the rights of neighbors and not park in front of their driveways.
- The school parking lot is restricted and not open to the public.

### **Student Attendance/Tardiness**

**Reference: *Parent/Student Handbook on Rights, Responsibilities and Discipline***

Attendance is the most important factor that impacts student academic growth. Students are expected to be in school each day and on time for opening learning activities and instruction. Students arriving late must report to Fernwood School Office for a tardy slip.

When a student is absent, parents must call the school attendance line at 414 294 1300 stating the child’s name, classroom number and reason for absence. Please send a written excuse within two days of the absence. Excessive absences and tardiness will result in an immediate referral to the school social worker and eventually a referral to the District Attorney, which could result in a court hearing and fines.

State law requires all children between the ages of 6 and 18 to attend school full time. A child who has turned 18 must attend until the end of the term, quarter, or semester following his/her 18th birthday. The State of Wisconsin and the Milwaukee Board of School Directors set policies for student absences. They are summarized below.

**When to Keep a Child Home from School** - School is important, but sick children need to be at home. Once a child’s condition improves, and his/her temperature is normal without medication, he/she can return to school. Be certain that the school has current telephone numbers to reach you at all times in case your child becomes ill or injured. If any of the following conditions exist, please keep your child home from school:

Fever (temperature 100 ° or higher)	Heavy nasal congestion	Frequent cough
Diagnosis of a contagious disease	Blistering rash	Vomiting or diarrhea

**Excused Absences Defined** - It is the parent/guardian responsibility to notify the school as soon as possible when a student will be absent. The following are valid reasons for your student to miss school and are considered excusable absences. All other absences are regarded as truanancies.

Personal illness	Funerals	Medical/dental appointments
Required legal appearances	Designated religious holidays	Driver's examinations
Family emergencies where the student is needed to ensure family well-being	Educational or district-sponsored activities approved by the school principal	All school suspensions, including during the expulsion process, for up to 15 days

As a parent/guardian, you also have the right to excuse your child from school for any reason for up to 10 days per year. You must submit a written excuse before the child is absent. Students **may complete class work and take examinations** missed during excused and unexcused absences without being penalized for their absence. Under attendance policies, you have the **right to request a program or curriculum change** for your child. Please contact the principal with those types of requests. A conference will be held within two days, and a decision made within three days. The decision may be appealed to the district superintendent.

**Truancy**

Your child is considered truant when:

- **He/she is absent for all or part of the school day** and you, as the parent/guardian, has not contacted the school with a legal excuse as noted under Excused Absences Defined.
- **He/she attends school irregularly** but often enough that he/she is not in violation of the state laws that require children to attend school.

A child is considered **habitually truant** if he/she misses a total of five full or partial days without a valid excuse during a school semester. The school has the authority to reject excuses that do not appear to be substantiated.

**Parent Notification of Absence**

It is your responsibility to contact the school if your child is going to be absent. If your child is not in school and you have not contacted the school, a phone contact will be made to you. If the contact is unsuccessful, the school will attempt to reach you by other means before the end of the second day after receiving a report of an unexcused absence.

You will also be **notified if your child has had five unexcused absences** in a semester. The notification will be in writing and sent by certified mail or first-class mail. Parents may be notified simultaneously by electronic communication. The notice will ask you to meet with a school official within five days (a five-day extension for the meeting date is allowed). If you fail to meet with school officials within 10 days of notification, **the school may take steps to impose penalties on you** for failing to correct the truancy problem. These penalties include enforcement of state statutes and municipal codes.

If your child has a truancy problem, contact the school for assistance. Under the **Truancy Abatement and Burglary Suppression Program (TABS)**, students who are truant from school may be taken by the police to a truancy center. School-based student assistance and support services can help you keep your child in school. Truants may also receive municipal citations. **Persons who engage in or cause habitual truancy may be referred to the Milwaukee County District Attorney's office for prosecution.**

### Tardiness

Please make every effort to get your child to school on time. Children who come in late disrupt their classes and miss valuable social and learning experiences. The school day is from 7:35 a.m.-2:35 p.m. **Students are considered tardy between 7:36 – 7:45 a.m. After 7:45 a.m. students are to report to the office for a late pass.** Please note that tardy minutes are accumulated and applied to your child’s absences.

- Arrival: 1<sup>st</sup> Bell rings at 7:35 a.m.
- Tardy bell rings at 7:45 a.m.
- Arriving between 7:46 a.m. – 9:50 a.m. considered tardy.
- Arriving between 9:50 a.m. – 11:45 a.m. considered A.M. absent.
- Students leaving between 10:00 – 1:30 p.m. considered P.M. absent.

### Leaving School Early

It is important for children to be in school all day, every day. If you need to pick your child up early from school, please send a signed note to tell the teacher what time you will pick up your child. When you come to pick up your child early, you must stop in the office and sign your child out.

### Picking Up a Child Who Usually Rides the Bus

If you do not want your child to get on the bus at the end of the day, you must send a signed and dated note with your child or call school before 10:00 a.m. for half day students, or before 12:00 p.m. for full day students, so that the teacher can be notified.

## SECTION 2: FAMILY ENGAGEMENT

### MPS Family–School Partnership Pledge

MPS partners with families to support successful student academic and social outcomes.

The district will...	MPS families will...
<ul style="list-style-type: none"><li>• Provide a safe environment that supports learning.</li></ul>	<ul style="list-style-type: none"><li>• Provide adequate space daily for learning.</li><li>• Encourage their child to cooperate with the learning community.</li></ul>
<ul style="list-style-type: none"><li>• Provide high-quality learning experiences.</li></ul>	<ul style="list-style-type: none"><li>• Encourage their child to do their best.</li><li>• Engage their child in learning opportunities daily.</li></ul>
<ul style="list-style-type: none"><li>• Provide student progress updates.</li></ul>	<ul style="list-style-type: none"><li>• Attend conferences as often as possible, at least once a year.</li><li>• Communicate with school as needed, regarding student progress.</li></ul>
<ul style="list-style-type: none"><li>• Provide resources and information.</li></ul>	<ul style="list-style-type: none"><li>• Engage district in understanding the needs of families.</li></ul>
<ul style="list-style-type: none"><li>• Provide information to families as frequently as possible and in ways that are accessible and understandable.</li></ul>	<ul style="list-style-type: none"><li>• Provide current contact information and alternate ways to notify families.</li><li>• Communicate their ideas to MPS.</li></ul>

**The School–Family Compact – copies will be provided to each child for signatures**

**Fernwood Montessori School  
Student/Parent/School Compact  
2016-2017**

The principles outlined below express the core beliefs of the Fernwood Montessori School Community and support our school wide discipline plan. Please **read and sign** this compact and return it to the office.

- Respect for self and others are very important. Differing opinions should be expressed in positive, constructive ways.
- In order to promote learning and safety, the school environment should be orderly and reasonably quiet.
- School time is learning time, and should be valued and respected.
- The students’ well-being and safety are the responsibility of all members of the school community.
- Parent-teacher communication is crucial to the success of the students.

**STUDENT: I have read and will support the above statements. I also agree to the following:**

- I will speak respectfully to adults and other students.
- I will arrive at 7:35 a.m. in order to be ready to work by 7:40 a.m.
- I will try to solve problems peacefully.
- I will walk quietly in the stairways and halls.
- I will not intentionally disturb or damage others’ work or property.
- I will not bring gum, candy, toys or electronic devices to school.
- I will follow the school’s dress code (as delineated in the Family Manual).

**STUDENT’S SIGNATURE** \_\_\_\_\_

**PARENT: I have read and will support the statements above. I also agree to the following:**

- I will send my child to school every day on time, rested and properly clothed.
- I will attend parent-teacher conferences, PTA/Title I events and other school functions.
- I will attend at least one parent-education event during the school year.
- I have read and understand the Fernwood Montessori School Family Manual and the MPS Parent/Student Handbook on Rights, Responsibilities and Discipline, and reviewed them with my child.

**PARENT’S SIGNATURE** \_\_\_\_\_

**TEACHER: I have read and will support the statements above. I also agree to the following:**

- I will present appropriate lessons in a safe and well-prepared environment.
- I will regularly communicate with parents in a positive manner through letters, phone calls, report cards and conferences.
- I will respect the individual strengths and weaknesses and cultural backgrounds of my students.
- I will work to strengthen and support all levels of instruction (primary through adolescent).

**TEACHER’S SIGNATURE** \_\_\_\_\_

**SUPPORT/OTHER STAFF: I have read and agree to support the statements above.**

**STAFF SIGNATURE** \_\_\_\_\_

**PRINCIPAL’S SIGNATURE** \_\_\_\_\_

### Open House

Open House is held twice a year; dates and times will be announced.

### Parent–Teacher Conferences

It is important that all parents/guardians attend parent-teacher conferences. Research indicates parental involvement impacts and increases student achievement. Our school welcomes all parents to participate in parent-teacher conferences. These will be held in the fall and in the spring. Dates, times, and information will be announced.

### Family Volunteers

Our school encourages families interested in doing volunteer work to apply. Volunteers are defined as persons who provide services on a regular and ongoing basis or more than five hours a week. It does not apply to those families and/or other adults who are one-time volunteers for field trips or other one-time-only activities in schools and/or departments. All volunteer applicants must complete an application, pass a criminal background check (for those 18 years of age or older) and interview with the school administrator or MPS volunteer coordinator. Applications are available at the main office and at the district website under the popular links or *Community* tab.

### School Governance Council

The purpose of the School Governance Council is to provide a forum for parents, teachers, community members, students and principals to work together in providing continued analysis and improvement of public school policies, curriculum and School Improvement Plan. The council's decision-making authority is advisory with respect to all duties, powers and responsibilities, with the sole exception of the council's authority and responsibility to submit a signature page with its school's annual budget and the school's annual School Improvement Plan. Council participation is on a voluntary basis via a school-based election process. The council is not intended to replace a parent organization.

### 2016-17 School Governance Council Members

NE = Newly Elected

<b>Administration:</b> John Sanchez or Sara Hmielewski	<b>Parent:</b> Lacee Perry	<b>Parent:</b> Mindy Stollenwerk	<b>Parent:</b> Jennifer Dominguez (NE)	<b>Parent:</b> Amy Parry (NE)
<b>Student:</b> Racheal Biernat Adolescent	<b>Community:</b> Jake Newborn, Bike Federation	<b>Teacher:</b> Sangita Nayak Upper Elem	<b>Teacher:</b> Elaina Sullivan School Support	<b>Parent Coordinator:</b> Jennifer Navidad

### Title I: District Advisory Council

In accordance with the Elementary and Secondary Education Act (Section 1118) and the *Wisconsin Department of Public Instruction Title I Parental Involvement Guidelines*, Milwaukee Public Schools established the District Advisory Council (DAC) as a means to ensure the opportunity for parents of all students to share their ideas on the needs of children, assist in the planning and operation of Title I programs for children, and participate in evaluating the success of Title I efforts. Our school is required to have two parent delegates. If you are interested in representing our school in this area please contact the school administrator or visit the Parent link on the MPS home page for more information.

### **Fernwood Montessori Family Space**

The Parent Center is located in the Annex of the school, adjacent to the Main Office. The space is available daily from 8:00-2:30 daily. For further information please contact Jennifer Navidad at [navidaj@milwaukee.k12.wi.us](mailto:navidaj@milwaukee.k12.wi.us).

### **Department of Student Services**

Central Services, 5225 W. Vliet St., Room 133; (414) 475-8467

### **Parent/Student Handbook on Rights, Responsibilities and Discipline**

The Parent/Student Handbook on Rights, Responsibilities and Discipline will be sent home with students at the beginning of each school year. Handbooks are also available at each school, at Central Services and on the district website under the *Families* tab.

### **Tips for Parents**

- Make sure that your child is in school every day and on time; school starts at 7:35 a.m.
- Call the school when your child is absent at 414 294
- Make sure that your child gets the proper amount of sleep every night.
- If your child brings a cold lunch, make sure that it is nutritional.
- Check your child's book bag every day.
- Read with or have your child read every day.
- Assist your child with homework/practice.
- Encourage your child to keep a writing journal.
- Attend fall and spring Parent-Teacher Conferences.
- Contact the teacher with academic concerns or recognized growth you see.
- Provide your child with comments of encouragement regularly.
- Ensure your child is dressed appropriately.
- Help in your child's classroom when you are able.
- Attend field trips when your schedule allows it.
- Be a part of the School Governance Council and/or parent organization.

### **Complaints/Disagreements with Schools**

**How to Resolve Regular Education Complaints/Disagreements with Schools:** MPS wants to help parents and families find solutions when there is a problem or disagreement about their child's education. The process is called "dispute resolution." By working in partnership with your child's school, parents and school staff can quickly find solutions. All MPS staff working on a complaint are required to keep information confidential.

<i>Where should I start my complaint?</i>	Contact the school principal or leader. You may make a verbal or written complaint. An attempt will be made to resolve the complaint within five days. If the school leader cannot resolve the complaint within five days, he or she will request assistance from Central Services staff or departments.
<i>What if I am not satisfied with the school-based resolution?</i>	You can file a complaint online at <a href="http://mpsmke.com/parentconcerns">mpsmke.com/parentconcerns</a> . Once filed, the complaint will be directed to a designated MPS employee who will investigate and follow up with the problem.

<b><i>What if I am not satisfied with the resolution of my complaint by the school or other personnel?</i></b>	You can contact the Office of Board Governance with a written complaint at <a href="mailto:governance@milwaukee.k12.wi.us">governance@milwaukee.k12.wi.us</a> or at (414) 475-8284.
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If a complaint has already had an attempted resolution at Steps 1 and 2 of this process, and now the complaint is with district policies or a family member believes policy has not been followed in the resolution, then the Office of Board Governance will route to applicable chief administrators in order to coordinate a response.



**SECTION 3: CURRICULUM AND INSTRUCTION**

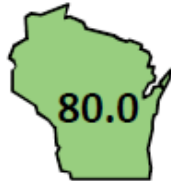
**Wisconsin Department of Public Instruction (DPI) Report Card for the School**

FINAL - PUBLIC REPORT - FOR PUBLIC RELEASE



**Fernwood Montessori | Milwaukee**  
 School Report Card | 2013-14 | Summary

**Overall Accountability Score and Rating**



**Exceeds Expectations**

Overall Accountability Ratings	Score
Significantly Exceeds Expectations	83-100
Exceeds Expectations	73-82.9
Meets Expectations	63-72.9
Meets Few Expectations	53-62.9
Fails to Meet Expectations	0-52.9

Priority Areas	School Score	Max Score	K-8 State	K-8 Max
<b>Student Achievement</b>	<b>78.9/100</b>		<b>67.1/100</b>	
Reading Achievement	38.3/50		29.7/50	
Mathematics Achievement	40.6/50		37.4/50	
<b>Student Growth</b>	<b>74.0/100</b>		<b>62.7/100</b>	
Reading Growth	40.5/50		31.6/50	
Mathematics Growth	33.5/50		31.1/50	
<b>Closing Gaps</b>	<b>75.2/100</b>		<b>66.6/100</b>	
Reading Achievement Gaps	40.4/50		34.0/50	
Mathematics Achievement Gaps	34.8/50		32.6/50	
Graduation Rate Gaps	NA/NA		NA/NA	
<b>On-Track and Postsecondary Readiness</b>	<b>91.9/100</b>		<b>88.3/100</b>	
Graduation Rate (when available)	NA/NA		NA/NA	
Attendance Rate (when graduation not available)	75.7/80		75.3/80	
3rd Grade Reading Achievement	7.4/10		5.8/10	
8th Grade Mathematics Achievement	8.8/10		7.2/10	
ACT Participation and Performance	NA/NA		NA/NA	

Student Engagement Indicators	Total Deductions: 0
Test Participation Lowest Group Rate (goal ≥95%)	Goal met: no deduction
Absenteeism Rate (goal <13%)	Goal met: no deduction
Dropout Rate (goal <6%)	Goal met: no deduction

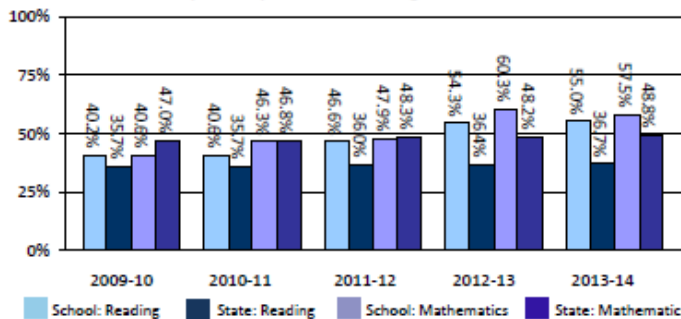
**School Information**

Grades	K3-8
School Type	Elementary School
Enrollment	630
<i>Race/Ethnicity</i>	
American Indian or Alaska Native	1.4%
Asian or Pacific Islander	2.1%
Black not Hispanic	5.9%
Hispanic	17.5%
White not Hispanic	73.2%
<i>Student Groups</i>	
Students with Disabilities	10.3%
Economically Disadvantaged	22.5%
Limited English Proficient	0.2%

**Wisconsin Student Assessment System Percent Proficient and Advanced**

Includes Wisconsin Knowledge and Concepts Examination (WKCE) and Wisconsin Alternate Assessment for Students with Disabilities (WAA-SWD). WKCE college and career readiness benchmarks based on National Assessment of Educational Progress.

State proficiency rate is for all tested grades: 3-8 and 10



Notes: Overall Accountability Score is an average of Priority Area Scores, minus Student Engagement Indicator deductions. The average is weighted differently for schools that cannot be measured with all Priority Area Scores, to ensure that the Overall Accountability Score can be compared fairly for all schools. Accountability Ratings do not apply to Priority Area Scores. Details can be found at <http://reportcards.dpi.wi.gov/>.



## Fernwood Montessori | Milwaukee School Report Card | 2013-14 | Notes

### Priority Areas

- **Student Achievement** measures the level of knowledge and skills among students in the school, compared to state and national standards. It includes a composite of reading and mathematics performance by the "all students" group in the Wisconsin Student Assessment System (WSAS) for all tested grades in the school.
- **Student Growth** describes how much student knowledge of reading and mathematics in the school changes from year to year. It uses a point system that gives positive credit for students progressing toward higher performance levels, and negative credit for students declining below proficiency.
- **Closing Gaps** provides a measure that reflects the statewide goal of having all students improve, while narrowing the achievement and graduation gaps between groups of students. This measure acknowledges districts that raise the performance of traditionally lagging student groups, contributing to the closure of statewide gaps.
- **On-Track and Postsecondary Readiness** indicates the success of students in the district in achieving educational milestones that predict postsecondary success. It includes the graduation rate and the attendance rate, as applicable to the district. It also includes measures of third-grade reading and eighth-grade mathematics achievement, and ACT participation and performance, as applicable to the district.

### Student Engagement Indicators

Student Engagement Indicators are measures outside the four Priority Areas that affect student success or the soundness of the report card. Each indicator has a goal, and schools that fail to meet that goal receive a point deduction from their Overall Accountability Score. Goals were set by looking at statewide data and establishing thresholds that identify schools contributing the most to lowering Wisconsin's overall performance in the areas below.

- **Test Participation Rate:** Every school has a goal of 95% participation in the Wisconsin Student Assessment System (WSAS). The school's performance is measured by the participation rate of the lowest-participating student group. If this rate is less than 95%, but at least 85%, five points are deducted from the school's overall score; if this rate is less than 85%, 10 points are deducted.
- **Absenteeism Rate:** This indicator describes the proportion of students in the school who attend school less than 84.1% of the time. If the absenteeism rate in the school is 13% or more, five points are deducted. The absenteeism rate is different from the attendance rate because it measures students who are absent from school a certain amount of time, not how often students are present in school.
- **Dropout Rate:** The goal for all middle and high schools is to have a dropout rate of less than 6%. A school not meeting the goal has five points deducted from its score. Note that dropout rate is not the opposite of graduation rate. A dropout rate includes any student who leaves school in grades 7-12 without expecting to earn a high school diploma, while a graduation rate counts students who earn a high school diploma within a certain time (four or six years) after starting ninth grade.

### Notes on this School Report Card

- The data presented in this report card are for public, state, and federal accountability purposes.
- Student performance on the Wisconsin Student Assessment System (WSAS) is the foundation of this report. WSAS data include results for both the Wisconsin Knowledge and Concepts Examination (WKCE) and the Wisconsin Alternate Assessment for Students with Disabilities (WAA-SwD).
- Starting in 2011-12, schools are held to a higher college and career readiness proficiency benchmark by aligning the cut scores of the WKCE to those of the National Assessment of Educational Progress (NAEP). These higher cut scores have been retroactively applied to show trends. The higher cut scores only apply to WKCE Reading and Mathematics scores, not the WAA-SwD, at this time.
- Some supplemental data that are not used for accountability calculations are presented in this report card for informational purposes in order to provide context. Additional data on student performance are available here: <http://wisedash.dpi.wi.gov/>.
- To protect student privacy, data for groups of fewer than 20 students are replaced by asterisks on public report cards.
- NA is used when data are Not Applicable. For example, a school that does not graduate students will have NA listed for graduation results.
- The analytical processes used in this report card are described in the Technical Guide and Interpretive Guide: <http://reportcards.dpi.wi.gov/>.
- State comparison scores shown on page 1 are shown for context only. They are not used to determine this school's score or rating.

## School Improvement Plan (SIP)

Your school's SIP can be found online on the district website under the *Schools* tab.

### Top Grade Completion

#### Fernwood Montessori - Adolescent Program

##### Student/Parent/Teacher Agreement for the Adolescent Program

### Expectations and Standards of Behavior

#### Appearance

- Maintain well-groomed appearance
- Undergarments should never be visible
- Keep work areas clean
- Pick up litter
- Report spills and/or broken materials

#### Communication

- Provide family email for parent/teacher correspondence
- Carry/deliver messages for parents promptly
- Use grace and courtesy to avoid interrupting conversation
- Respond during lessons
- Display positive facial/body language
- Answer the phone properly within 3 rings- your voice creates an image for the caller

#### Safety

- Have current yellow emergency card on file
- Know the safety related policies/procedures
- Report accidents promptly and completely
- Submit photocopy of student's health insurance card

#### Attitude

- Welcome each and every person who enters the adolescent program
- Escort visitors rather than telling them or pointing to their destination
- Thanks visitors for coming to Fernwood Montessori

#### Commitment to Peers

- Treat one another with courtesy and respect- rudeness is never appropriate
- Treat each person the way you wish to be treated
- Be tolerant and patient
- Direct energies toward solving problems

- Practice a TEAM spirit- "Together Everyone Achieves More"

#### School Supplies

- Come prepared for school and lessons according to materials list provided
- School texts are property of MPS-be good stewards
- Negligence shown towards school owned supplies may result in a fine
- Families are responsible for materials necessary for projects

#### Sense of Ownership

- Take pride in yourself and your role at Fernwood Montessori
- Live the values and mission of Montessori
- Know and understand the responsibility of your job-be accountable
- Look beyond your assigned task to do and learn more
- It's inappropriate to say "I'm bored" or "I don't feel like it"
- Each student is empowered
- Autograph your work with excellence

#### MPS Policies

- We follow district guidelines for behavior
- Poor behavior will adversely affect fieldtrips
- No cell phones, permanent makers, whiteout

#### Fill out and submit

- 1) Yellow emergency card
- 2) Media release
- 3) Locker policy
- 4) Student/Parent compact
- 5) Weapons policy
- 6) Policy for dispensing medicine

**Academic Achievement**

- Commit to learning
- Complete homework
- All subjects are weighted evenly-all classes are of equal; importance
- Assignments must be completed on time to the best of your ability

**Email is the preferred means of communication**

Mr. Ray: rayme@milwaukee.k12.wi.us  
 Mrs. Buckholt: buckhoje@milwaukee.k12.wi.us  
 Mrs. Milligan: milligkl@milwaukee.k12.wi.us  
 Mr. Buckholt: buckhopr@milwaukee.k12.wi.us

**Extra-Curricular**

- Trips supplement classroom work and provide practice of life skills
- Take advantage of every opportunity
  - St Ann Buddy Program
  - Future Cities Competition
  - Lunch Room Helper
  - Athletics

**Exit Criteria**

Pass the State Standardized Assessment  
 OR pass curriculum presented by Fernwood staff  
 Eighth grade students who pass the State Standardized Assessment but not classroom assessments may not be eligible to participate in Eighth Grade Completion Ceremony

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Parent signature

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Student signature

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Staff signature

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Principal signature

**High School Graduation Requirements**  
Not Applicable

**Standards-Based Report Cards/Progress Reports**

To ensure that parents/guardians are kept informed of their children’s progress in school, Elementary and K8 parents at Fernwood Montessori will receive three standards-based report cards and three interim progress reports. This report card is different from what you may be accustomed to. Students do not receive a letter grade for each subject, but will be provided with marks that indicate levels of proficiency. Traditional middle and high school report cards will be distributed to parents/guardians at the end of each mark period, based on each school’s course schedule.

MPS continues to implement new, more rigorous standards for what every child should know and be able to do in each subject area and grade level. The MPS Comprehensive Literacy Plan and Comprehensive Math/Science Plan are aligned to the Common Core State Standards.

The Standards-Based Report Card:

- Provides accurate and meaningful information about a student’s strengths, challenges and performance.
- Clarifies and reinforces consistent high expectations for students and schools.

- Helps teachers, students and families focus on standards throughout the year.
- Provides specific feedback on progress to the standards.
- Allows students, families and teachers to work together to set meaningful goals for improvement.
- Provides information about a student's work habits, behaviors and efforts.

Achieving these college- and career-ready standards requires continuous monitoring of progress and additional support targeted to those who need it.

### **School Homework Policy**

Homework is an important part of the learning process that should be viewed as an opportunity for students to practice new skills and reinforce classroom lessons. Most homework is considered practice, which will not be graded. Instead, students will receive feedback that allows them to improve their skills before being graded. Some extended homework or projects may receive a grade or proficiency level feedback.

Dr. Maria Montessori, who developed the ideas for Montessori Schools, believed that the most important homework for a child is actual work around the home. By participating in housework children learn to be independent and they learn to appreciate that it takes a lot of work to take care of a home and family. Your child's teacher may or may not assign schoolwork to be done at home. Homework in the lower grades is usually designed as follow-up on class lessons and as practice so that children can build their academic skill. Homework for children in the upper grades also includes long term projects that your child may work on alone or with your assistance. Homework for Special Education Students is adapted to fit the child's individual needs.

The best way to help your child to do well at school is to be sure that they have a quiet place and time to read and write at home. Children of all ages benefit when parents read to them or read with them. Children are able to take out reading books from the school library. We also encourage every child to get a free library card from the public library. A trip to the library every two to three weeks can really encourage your child to develop good reading habits.

### **Textbooks/Instructional Materials and Equipment**

All students will be provided with the necessary textbooks/instructional materials by the school. Textbooks/instructional materials must be returned undamaged at the end of the school year or at the time of withdrawal.

### **Library and Media Center**

All students and parents are welcome to use our Library Media Center. It is located in room 14. In the fall, each elementary child will be allowed to use the Library Media Center. If a student loses or damages a book, he/she will be responsible for replacement fees. If a student does not pay this fee for a damaged book, he/she WILL NOT be allowed to borrow materials from the Library Media Center. K5 students will be introduced to the Library Media Center in January of their K5 year. At that time, they will be allowed to check out one book at a time. All children need a backpack in order to take a book home.

## **SECTION 4: MAINTAINING A SAFE SCHOOL ENVIRONMENT**

Our school is committed to providing a safe and effective learning environment. The safety of all students, teachers and staff at our school is of utmost importance. It is the expectation that all district and school rules and policies be followed.

The *MPS Parent/Student Handbook on Rights, Responsibilities and Discipline* is sent home with each MPS student at the start of each school year. This handbook provides families with detailed information regarding the MPS discipline policy.

## **School Discipline Rules/Positive Behavior Intervention and Support (PBIS)**

All students have the right to feel safe and the obligation to respect each other and all adults in and outside the school building. All students are expected to be at their best behavior in order to create a safe learning environment conducive to learning.

### **Expectations**

It is important that our school be a safe and peaceful place for all. Children and adults may not behave in ways that interfere with teaching and learning. Everyone is to be treated with respect and courtesy. School and personal property must be respected at all times. Everyone is expected to walk quietly and safely wherever they are in the school building. Playground activities must be safe, age-appropriate and supervised. We have three major school-wide expectations:

- *Be Safe*
- *Be Respectful*
- *Be Responsible*

### **Policy**

The following specific rules are designed to support the above expectations:

- 1) Students should remove hats and caps as they enter the building. No hats are to be worn in the classrooms or in the building
- 2) No candy, gum or toys should be brought to school
- 3) Students should be in their classrooms by 7:35 a.m. or directly after breakfast
- 4) Students must have a hall pass when moving from room to room
- 5) Theft or intentional damage to school or personal property will not be tolerated
- 6) Appropriate footwear must be worn at all times

### **General Behavior**

Staff members deal with most behavior problems as soon as they occur. Each classroom meets to discuss and agree on specific expectations that are appropriate for the children's age and grade level. There are also school-wide expectations for recess periods, school assemblies and field trips. The teacher will contact the parents if support from home is needed to solve a problem with behavior.

### **Lunch Behavior Expectations**

Staff members will be assigned lunchroom supervision. Teachers on lunchroom supervision are responsible for enforcing lunchroom rules.

### **LUNCHROOM EXPECTATIONS**

#### **Be Safe, Be Responsible, Be Respectable**

Students who disrupt the lunchroom program will remain in the lunchroom, seated away from their classmates, until all other students have been dismissed. These students will then be dismissed to the playground (or classroom) depending upon the time of day.

Primary and lower elementary students will be permitted to exit the cafeteria after the bell rings, upper elementary and adolescents will enter the building and wait until the lower elementary have cleared the hallway.

### **Playground Behavior Expectations and Procedures**

The playground staff and teachers are very concerned that the children are able to play safely on our playground. The attached playground expectations have been approved by our staff and Governance Council and are being enforced during recess times. Please look over these expectations and discuss them with your child.

**PLAYGROUND EXPECTATIONS**  
**Be Safe, Be Responsible, Be Respectable**

1. Students are to respect the rights and personal property of others
2. Students are to play away from the school building, including stairs, windows and doors
3. Students will use respectful language at all times, to other students and staff
4. Students will not fight, trip, tackle or engage in horseplay, including pushing, pretend fighting, karate, and wrestling
5. Students are to walk peacefully in the labyrinth, no stones are to be overturned or picked up
6. Students should bring appropriate outerwear for recess, you may not to return to classrooms before recess
7. Students must wear snow pants, boots and gloves in order to play in the snow
8. Students are to avoid stepping in puddles, mud, and ice and climbing snow mounds
9. Students are prohibited from throwing ice, snow, stones, wood chips or any other projectiles
10. Students should ask an adult for help when they have a conflict with another student on the playground if it cannot be resolved independently or if an injury has occurred
11. Students should not bring any playground equipment from home without permission
12. Students are not allowed to utilize roller blades, skateboards, bikes, scooters, etc. on the playground or on school premises during school hours
13. Students are to use jump ropes for their intended purpose. Jump ropes should not be used to pull anyone, play horse, tug-o-war, or twirl overhead
14. Students should avoid climbing on fences, trees, bike racks or stone walls
15. Students are not allowed to jump off the tot-lot bridge and must slide down the slides, feet first
16. Students should practice inclusion of others during game play at recess
17. Students are to respect the school gardens; do not pull on plants or trees and do not pick berries, apples or chives
18. All electronics devices are to remain inside the school
19. Students must stay on the playground at all times and follow the instructions of adults
20. When the entry bell rings, play activity must stop. Students using playground equipment are to line up quietly at their assigned room number and put equipment away as walking in.

**Bus Pass Distribution Procedures**

Not applicable

**SECTION 5: EXPECTATIONS**

Our school is committed to providing a safe and effective learning environment. All students in the school must follow the Code of School/Classroom Conduct and meet the following expectations:

**Student Dress Code**

Fernwood Montessori School adopts a dress code that is accepting of diversity. Each school day we focus on academics. Students are expected to dress in a manner that reflects self-respect at all times. Students who violate the dress code will be asked to change or may result in the student being sent home.

The following types of clothing are prohibited:

- Mesh muscle shirts, tube tops, spaghetti strap tops, backless shirts, belly shirts, tank tops, see-through shirts or blouse

- Shorts above mid-thigh for boys or girls (even if wearing leggings), skirts above mid-thigh or skirts with slits higher than mid-thigh
- Shorts with holes in them
- Swimsuits
- Platform sandals, flip-flops, and opened toed strapless sandals
- Low hanging shorts or pants (they must be at waist level)
- Hats, visors, or bandanas
- Clothing with inappropriate lettering or slogans
- Jackets intended for outside wear.

Students wearing inappropriate clothing that disrupts the educational environment or is not age appropriate must change into appropriate clothing or go home.

### **School Uniform Policy**

Not Applicable

### **Inappropriate Items**

All toys, games, electronic games, cards, large amounts of money, expensive jewelry and jackets should not be brought to school. The school is not responsible for any lost or stolen items.

### **Equipment from Home**

All equipment needed for recess and physical education is furnished by the school district. Balls, jump ropes or other play equipment should not be brought to school and is not the responsibility of the school.

### **Cell Phones/Communication Devices**

While on premises controlled by Milwaukee Public Schools, students are not allowed to activate, use or display electronic communication devices, such as cell phones and pagers, for a purpose other than an approved educational purpose. Violation of this rule will result in discipline according to district policy. If devices are activated, used or displayed in violation of this policy, they will be confiscated. If a student activates uses or displays a communication device to endanger the physical safety or mental well being of others, the student will be recommended for expulsion. In the event that communication devices are brought to school, the school and school district will not be financially responsible for lost or stolen items.

### **Telephone Calls for Students**

It is the goal of our school to offer all students an environment of uninterrupted learning so that they can achieve academically. In order to protect learning, the school requests that if a parent/guardian needs to communicate with his/her child during the school day, they leave a message at the school office, which will convey the message to the student. If there is a home emergency please ask to speak to an administrator.

### **School Communication with Families/Family Newsletter**

Our school believes it is important to keep parents informed of school news, services, activities and events. The school will send regular correspondence to families. Families should also subscribe to the quarterly district eNewsletter for families on the bottom of the MPS home page.

When parents/guardians wish to contact their child's teacher, please call the main office at (414) 294 1300 or classroom number to leave a voice message. The teacher will return the call.

We know that school is most effective when there is good communication between parents and staff. Each Tuesday we email home a newsletter with information for parents about Fernwood Montessori School. You may also access the Parent Newsletter through the Fernwood Montessori School website at:



Please feel free to contact your child's teacher if you have any questions or concerns. You can call the office at 294-1300 or refer to the staff roster and contact the teacher directly to leave a message. Teaching staff will not answer their phone during the school day so please call the office or call before or after school hours.

Our teachers are busy working with students from 7:35 a.m. to 2:35 p.m., so it is usually not possible to return calls during the day. We do try to return calls within 24 hours. Messages can be left on the teacher's voice mail anytime.

### **Conferences**

Parent Teacher Conferences are held in October and March. Additional conferences can be set up at the request of the parent or teacher. Teachers are not able to leave class to meet with parents during the school day, so it is important to call school to make an appointment to come in before or after school for meetings with teachers.

### **Parent/Guardian Concerns and Visiting Your Child's Classroom**

Our school believes in assisting parents/guardians in resolving any concern they may have. A parent may come to the school office and make a verbal or a written complaint.

**Suggestion Box:** Every MPS facility has a suggestion box available for any stakeholder to provide feedback relative to customer service. Our suggestion box is located across the hall from the main office. As a parent you have the right to visit your child's class as an observer. Our first concern is always the children's work and concentration, so we respectfully request that parents notify the teacher in advance of any visit. The classroom teacher will suggest the best time for a parent to observe without disturbing the children's work and lessons.

### **Visiting Your Child's Classroom**

Children often change their behavior and find it difficult to concentrate on class work when there is an extra adult in the classroom. We ask that all classroom visitors follow a few guidelines so that the visit will not disturb the work of the class.

- Make an appointment with the classroom teacher
- Sign-in at the main office to obtain a school pass
- Remain seated in the place provided
- Do not start a conversation with a child or children
- Make notes of questions and discuss them with the teacher after the visit
- Do not stay for more than ten or fifteen minutes

It is important to remember that because the Montessori Method of teaching is based on the natural tendencies of the child, it is impossible to dictate what each classroom and individual will do at a given time. Each child is unique, so lessons are directed towards small groups or individual children. Children who are not in lessons are expected to make work choices based on lessons they have already received.

## **SECTION 6: SCHOOL POLICIES AND PROCEDURES**

### **Census Verification Report**

The Census Verification report will replace the Emergency Contact card. The Census Verification report is used to verify that the current guardian, household and non-household contact information is correct. It is also used to identify any person listed in the household or non-household that should not be able to pick up a student. The Census Verification report also lists current Health Conditions that have been entered into the student record. The parent/guardian either verifies that the household, demographic and health

information is accurate or makes the appropriate changes and returns the Census Verification to the school.

### **Breakfast Procedures**

All students are eligible to receive a breakfast at no charge. Fernwood Montessori offers breakfast for children who have not had breakfast at home. Children can enter Door #1 and go to the cafeteria between 7:20 -7:45 a.m. to eat their breakfast. We encourage families to feed their children breakfast before they come to school, because the children who eat breakfast at school enter their classes after the school day has begun and lose out on valuable social and instructional time.

### **Cold Lunch/Lunch Procedures**

All students are eligible to receive a lunch at no charge.

Parents/guardians who want their student to be able to purchase a second meal, additional menu items and/or milk ala carte may choose to set up an account at [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com).

The student may also give their money to **Sue Rick, Kitchen Manager**. Students may bring a cold lunch. If they choose not to participate in the lunch provided by the school, we encourage students to bring a nutritious (fruits, vegetables, whole grains) bag lunch. Students are not allowed to leave the building during their lunch hour.

### **Field Trips**

Field trips are an extension of units of study being taught by the teacher and become an essential part of the total learning experience for students. Field trips assist in the teaching and learning process and have learning objectives for these experiences. They are an important part of the student's education.

Our school encourages all students to participate. Parents/guardians must sign a permission form for each field trip and return it to the classroom teacher. The signed form will be filed at the school.

### **Fundraisers**

Fundraisers are conducted by our school and parent organization to raise money for the benefit of our students and school. Student participation is voluntary with parental permission. Students participating in sponsored fundraising activities are not allowed to be involved in door-to-door sales. Fundraising activities will not impose on instructional time during the regular school day.

### **School Bookstore**

Fernwood currently has no bookstore.

### **School Supplies (Pre-school – Grade 8)**

All children need to be prepared with their school supplies on the first day of school. Each grade level has a special supplies list. Each grade level has a special supplies list. The supply list is posted on the Fernwood Website <http://www5.milwaukee.k12.wi.us/school/fernwood/>

Please make sure to put your child's name on his/her supplies as well as on the inside of lunch bags, jackets, coats, snow pants, etc.

### **Emergency Drills**

Our school will hold emergency drills on a regular basis. Fire drills and emergency lockdown drills are held once a month. Tornado drills are held once a year in April. Bus evacuation drills are held twice a year.

## **SECTION 7: EXTRA-CURRICULAR ACTIVITIES**

### ***Athletics and Chess***

Fernwood students participate in a number of intramural sports including soccer, volleyball, cross-country and basketball as well as a Chess Club. All of our teams are coached by parent volunteers or staff. There is a small participation fee that covers costs for uniforms, practices and games.

Please see Mr. Comp – Sports Coordinator for athletics entry forms or more information about the fees and teams; Mr. Robert Comp, [compra@milwaukee.k12.wi.us](mailto:compra@milwaukee.k12.wi.us).

Please see Ms. Wright about participation in the Chess Club; Ms. Michelle Wright, [wrightma@milwaukee.k12.wi.us](mailto:wrightma@milwaukee.k12.wi.us).

Fernwood parents support our teams through the Pirates Athletic Council. To receive information from the PAC, send an email to: [info@fernwoodpac.org](mailto:info@fernwoodpac.org)

## **.SECTION 8: NONDISCRIMINATION POLICY**

It is the policy of Milwaukee Public Schools that, as required by Wisconsin Statutes section S.118.13 and PI 9, no person will be denied admission to any school in the district; excluded from the benefits of pupil services; not allowed to participate curricular, extra-curricular, recreation, or other activities; or in any other way discriminated against because of the person's ancestry, color, creed, gender, national origin, race, religion, sex, sexual orientation, marital, pregnancy, or parental status, physical, mental, emotional or learning disability.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (disability), and the Americans with Disabilities Act of 1990 (disability).

The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

For section 118.13, Wisconsin Statutes, federal Title IX: Patricia Gill, Executive Director, Department of Family and Student Services, Room 133, Milwaukee Public Schools, 5225 W. Vliet St., P.O. Box 2181, Milwaukee, Wisconsin, 53201-2181 (414) 475-8027

For Section 504 of the Rehabilitation Act of 1973 (Section 504), federal Title II: Jeff Molter, 504/ADA Coordinator for Students, MPS Department of Specialized Services, 5225 W. Vliet St., P.O. Box 2181, Milwaukee, Wisconsin, 53201-2181. (414) 475-8817 TTD: (414) 475-8139

## **SECTION 9: ATTACHMENT**

Acknowledgement for the School–Family Compact and Acknowledgement for the Family School Manual

## ACKNOWLEDGEMENT FORM

### The School–Family Compact

In the school compact, families and school staff agree how to work together. Every Title I school must develop a School–Family Compact, according to the No Child Left Behind Act (Section 1118). The purpose of this agreement is to help parents and teachers come to a consensus on the responsibilities that impact student achievement. The underlying assumption is that a student’s academic success will improve when the home and school work together.

It is important that parents/guardians review and discuss the School–Family Compact with their child(ren). We request that the parents/guardians and students sign and return the bottom portion of this form to the classroom teacher.

.....

We have reviewed and discussed the School–Family Compact with our child.

Student Name \_\_\_\_\_ Room # \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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### Family School Manual

It is important that parents/guardians review and discuss the Family School Manual with their child(ren). We request that the parents/guardians and students sign and return the bottom portion of this form to the classroom teacher.

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We have reviewed and discussed the Family School Manual and agree to follow all rules and expectations set by the school.

Student Name \_\_\_\_\_ Room # \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_